

School District Driving Record Request

Driving records are available for a **\$13 non-refundable fee for each record**.

- School districts **must have a Department of Licensing (DOL) account number** to request driving records.
- **Email this request to psdadrinbox@dol.wa.gov. We will not process forms that are mailed.**
Allow 10 business days for processing. We will email you complete driving records of the persons named.

If you have additional questions, you can email them or call Record Requests at (360) 902-0116.

Requestor information

PRINT or TYPE School district name <i>(where to send bill)</i>	Email <i>(where to send records)</i>	
School district contact name	(Area code) Daytime telephone number	DOL account number
<p>Type your name—By typing your name, you are certifying under penalty of perjury that you have received an Abstract of Driving Record Release of Interest for each of the following employees and are entitled by federal or state laws to obtain a driving record of the individuals requested.</p>		
_____ Date and place <i>signed (city or county)</i>	<div style="text-align: center;">X</div> _____ Signature <i>(typed name)</i>	

Drive records requested

No.	Name <i>(Last, First, Middle initial)</i>	Washington driver license number	Date of birth <i>(mm/dd/yyyy)</i>
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If requesting additional driving records, attach separate sheets using this format.

RCW 46.52.130, 18 USC Chapter 123